

## **Data Dictionary, California State University Japanese American Digitization Project**

For guidance on developing metadata for these terms, see the Metadata Guidelines, California State University Japanese American Digitization Project

### **Metadata fields used for this project – Fields required unless otherwise noted:**

Thumbnail  
Item ID  
ARK Identifier  
Title/Name  
Creator  
Date (or, undated if no date)  
Description  
Language  
Facility – if applicable  
Location – if applicable  
Subjects  
Item Type  
Physical Description  
Type-DCMI (Text or Image)  
Format (file format of the digitized item)  
Notes – if applicable  
Project Name  
Contributing Institution  
Collection – if applicable  
Collection Finding Aid – if applicable  
Collection Description – if applicable  
Rights

### **Fields not visible to users – some institutions may not use all of these:**

Physical Location – for contributing institution's use to locate materials  
Archival File  
OCLC Number  
Date Created (date created in ContentDM)  
Date Modified (date modified in ContentDM)  
ContentDM number  
ContentDM file name

Image rights

Admin Field 1

Admin Field 2

Item Permissions